

**Example of Letter of Credit**  
*(Must be on your bank's letterhead)*

Date \_\_\_\_\_

Memphis Light, Gas and Water Division  
220 S. Main Street  
Memphis, Tennessee 38103

Attn: Mrs. Sandra Kinsey, C.P.M.  
Supervisor, Purchasing

Dear Mrs. Kinsey:

Our customer, \_\_\_\_\_, has requested that we make available a letter of authorization in order that the customer or representatives of the company may participate in the auction to be held by Memphis Light, Gas and Water Division on \_\_\_\_\_.

This customer is a favorable customer of our bank, and we are pleased to write this letter on his behalf. Should \_\_\_\_\_ be a successful bidder at the auction, we hereby guarantee his/her check up to \$\_\_\_\_\_.

Sincerely,

Name of Authorized Person

Name of Bank